



CITY OF FALLS CHURCH

Recruitment Announcement

LIBRARY PAGE

A part-time position is available at the Mary Riley Styles Public Library in the City of Falls Church, Virginia. This is routine work & includes basic clerical duties, which are performed under supervision of professional library staff. Library Pages report directly to the Library Circulation Supervisor.

RESPONSIBILITIES:

- Shelving books & other library materials according to the Dewey Decimal System;
- Assisting staff in the children's department by answering the phone during evening breaks & story hour;
- Helping with children's programs as needed;
- Performing a variety of related tasks such as mail delivery, stamping items, & checking shelves for requested materials.

REQUIREMENTS:

- Must be at least 16 years of age;
- Able to understand and follow oral and written instructions;
- Able to alphabetize;
- Learn the Dewey Decimal system, as well as basic library procedures;
- Able to shelve books according to the Dewey Decimal System;
- Able to establish & maintain effective working relationships with library employees & patrons.

HOURS: Four-hour shifts on Saturdays or Sundays & one weekday evening, depending on Library staffing requirements; usually a total of 10 hours per week.

SALARY: \$7.50 per hour, no benefits.

TO APPLY: Submit a completed official City application form or resume to: City of Falls Church, Human Resources Division, 300 Park Avenue, Falls Church, VA 22046. Vacancies will be filled by first qualified candidate, which will be determined by interview with library staff & a short alphabetizing test. An eligibility list will be established for future vacancies.

REASONABLE ACCOMMODATION: During the selection process, applicants with disabilities may request reasonable accommodation with the mutual agreement of the Human Resources Division & the Library. Any requests for accommodation should be directed to the Human Resources Division. The City of Falls Church does not discriminate on the basis of race, color, national origin, sex, religion, age & disability.

All City Facilities Are Smoke Free

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